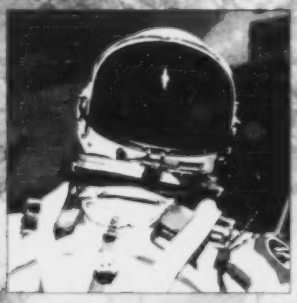
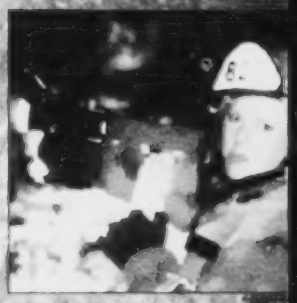
NOVA SCOTIA

Sk!lls NOVA SCOTIA

Career Guide

HOW TO SUCCEED
IN NOVA SCOTIA'S LABOUR MARKET
A GUIDE FOR STUDENTS AND PARENTS

FALL 2003

NOVA SCOTIA
Education

careeroptions.ednet.ns.ca

NOVA SCOTIA

Career Guide

IN NOVA SCOTIA'S LABOUR MARKET

FALL 2003

Where to find Career Options: An Occupational Handbook
The Career Options handbook is provided to schools and employment counsellors. Individuals may purchase a copy for a small fee through the Nova Scotia on-line bookstore, **www.gov.ns.ca/snsmr/consumer/publications** (1-800-526-6575).

Career Options is available on-line at **careeroptions.ednet.ns.ca**. Internet access is available at schools, public libraries, and at C@P sites. For the address of a C@P site near you, call 1-866-569-8248.

Career Options: An Occupational Handbook and Career Guide for Students and Parents 2003

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Department of Education
Skills and Learning Branch

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Nova Scotia

Department of Education
Office of the Minister

PO Box 578
Halifax, Nova Scotia
B3J 2S9

Dear Student:

The Department of Education aims to support Nova Scotians of all ages in the development of the skills and knowledge that they need to realize their full potential.

This booklet was produced by the Skills and Learning Branch to be used as a resource in the Life/Work Building part of grade 9 Health/Personal Development and Relationships. I hope that you will discuss the information in this book with your parents/guardians.

Why should you read this book?

You must prepare yourself for a life in a changing world. It is important to balance your own needs and expectations with the requirements of the job market. Understanding recent changes in the Nova Scotia labour market will help you make informed career decisions. The booklet explains trends in employment and job creation and how these trends should be taken into consideration when making choices that could affect your future. It also discusses other aspects for work you will want to think about before making your choice.

Contact information for Nova Scotia's many post-secondary institutions is in the back of the booklet, as is a list of some of the jobs being done by Nova Scotians. Our website, careeroptions.ednet.ns.ca, will tell you more about these and other career choices, the average salary and employment prospects for each one, and where to get the training you will need. You may be surprised at how many options you have.

I wish you every success as you explore your options and work toward your goals.

Yours truly,

Jamie Muir
Minister of Education

Got Any Plans?

Where do you see yourself in the future?

Wouldn't it be great if you could spend your life doing things you like?

How can you make that happen? The choices you make in the next few years are very important.

You may be sure you know exactly what you want to do with your life, or maybe you don't have the slightest idea of what type of career would suit you. If you're like most people today, you'll find yourself using career planning skills again and again through your school years and working life. It's never too early to start thinking about your future.

Things to Consider When Planning a Career

Yourself

What is important to you? What is your favourite subject? How do you spend your free time? What are your strengths? Your weaknesses? How do you relate to people? Knowing yourself is the first step in choosing an occupation.

There are many tools that have been designed to help you to get an idea of careers that might suit you. You may have done some self-assessment activities last year.

Ask a teacher or guidance counsellor about the self-assessment tools available in your school.

There are also a number of websites that can help you assess your interests, skills, and aptitudes.

The Nova Scotia Youth Secretariat has a site to help you plan your career. Try the quizzes under "Self-assessment."

Get to "know yourself" on

The labour market...

The *labour market* is made up of employers and the labour force (people who either have jobs or are looking for one). Labour market information can help you answer these important questions: Where are the jobs? What are employers looking for? How much can you expect to make? Is the nature of work changing? What changes are taking place in Nova Scotia's labour market? How should all this affect your choices?

How Can *Career Options* Help You?

This booklet includes some of the information from the ***Career Options*** handbook and website. The section you are now reading is based on a section from the handbook, The Changing Labour Market, and will explain current labour market trends in Nova Scotia and why you should consider these trends before making choices about your education and career. We've also included contact information for Nova Scotia education and training institutions and a list of occupations that might interest you.

The key part of the ***Career Options*** website includes information on the hundreds of different jobs done by Nova Scotians. For every job, there is a description of the nature of the work, training required, and salary and employment outlooks. If you simply want find to out more about what's out there, browse through this section.

The on-line version allows you to search occupations by keyword. For example:

- Enter "NSCC" to generate a list of occupations where Nova Scotia Community College is mentioned as a training path.
- Enter "creative" to find occupations which mention creativity as a requirement.
- Enter "Chemistry" to find occupations that may require high school chemistry.

The nature of the work...

What kinds of jobs are there? What do people working in different occupations do? Is the work usually year-round or seasonal? Full-time or part-time? Are there opportunities for self-employment?

Training and education...

How much time and money are you willing to invest in education and training? Which high school courses will you need to enter the program you want?

Where to find Career Options

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Why stay in school?

have been friends since high school. A few years ago, Jody and Chris were hired as casual workers for the same company. Since then, Jody has become a regular employee and received a promotion. Chris is still working on a casual basis and has experienced several lengthy lay-offs. This seems odd because both Jody and Chris are hard workers and very similar in many ways.

Chris didn't graduate from high school.

At some point in your life you will be faced with this decision: Should I stay in school? Whether you are in junior high school or working toward a university degree, this decision will affect you for the rest of your life. Your level of education will affect your ability to find a job and keep a job, and how much money you can make.

Here's Why

Education and the Labour Force

Once upon a time, a hard-working young person who did not complete high school might look forward to many years of productive employment with a good income.

Times have changed. Decades ago, people began to notice several trends in the labour market. The effects of these trends will become even more pronounced in the future.

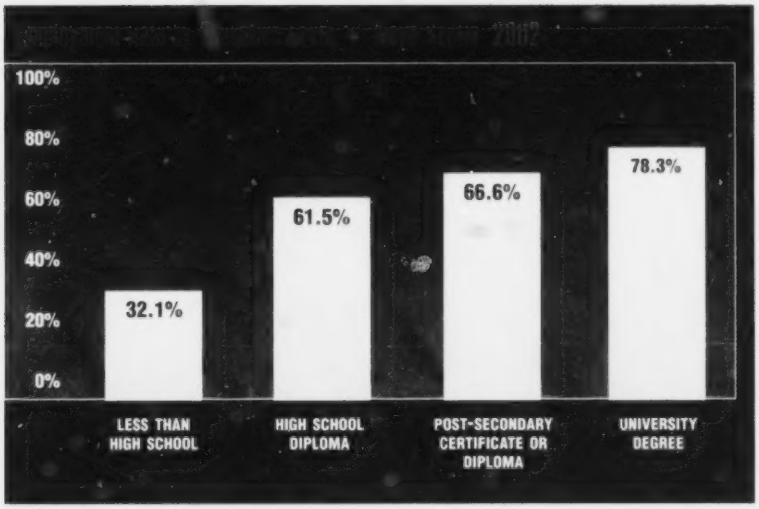
Look at what's been happening just since 1990. In the last ten years, the number of jobs filled by people without a high school education has declined by almost one-third.

In 2002, only 32% of Nova Scotians with less than a Grade 12 education were working.

Today, more than ever, a good education is the key to finding a job. Everything shows that those who complete high school have a much better chance of finding work.

Don't give up on getting through high school. It's the key to your future.

If you don't know this already, take a look at the numbers. As we said, only 32% of Nova Scotians without a grade 12 education were working. Why is this number so low? Without a high school diploma, it can be hard to find any work at all. Many become discouraged and stop looking. Another 6% don't have a job but are actively looking for one. Almost two-thirds (62%) do not have a job and are not even looking for work. They are not active in the labour market.

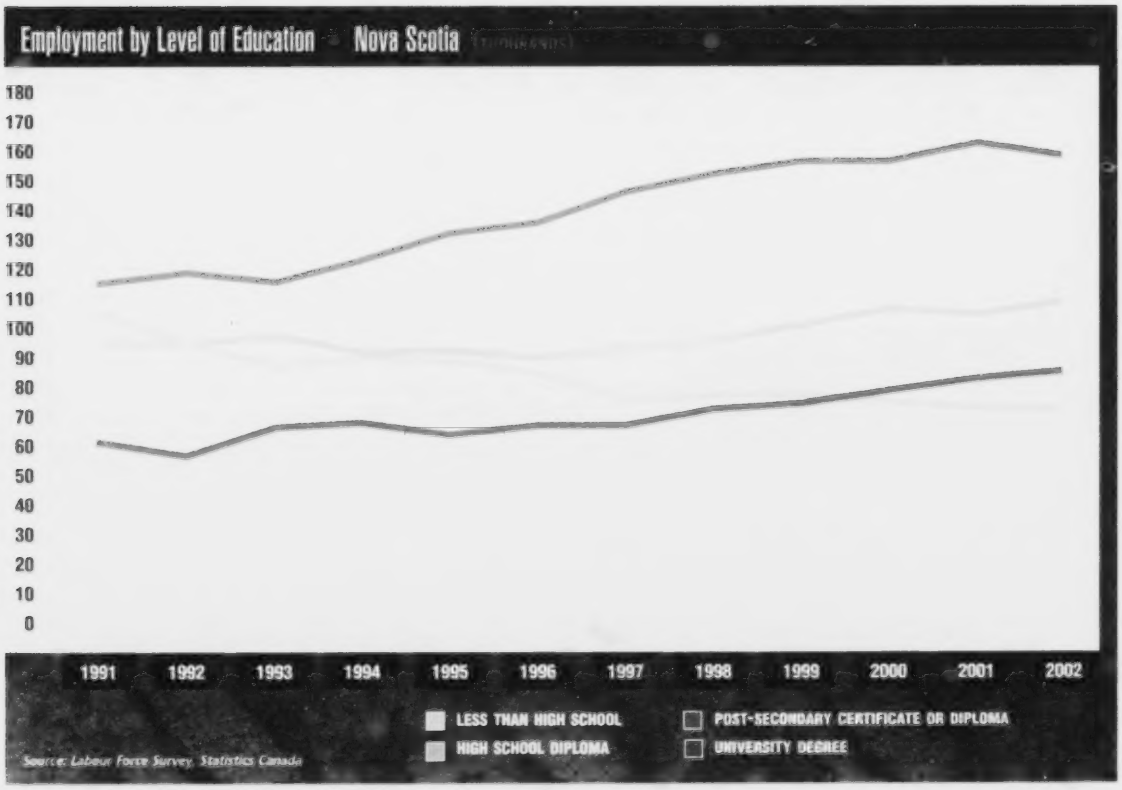


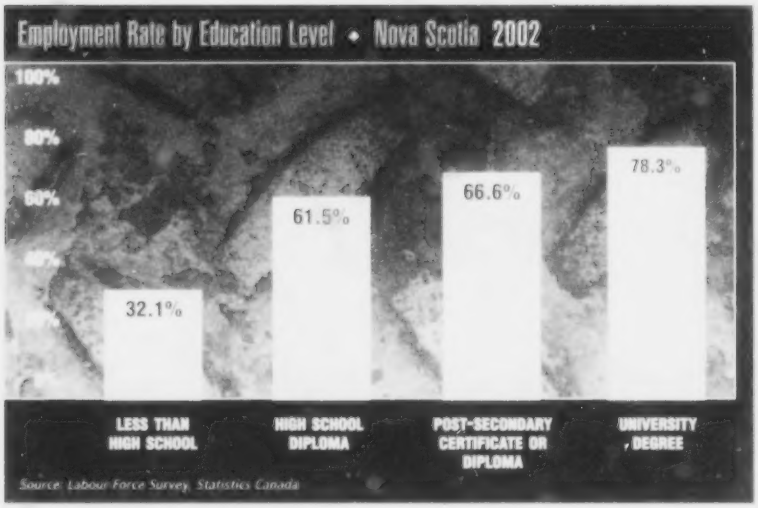
In contrast, 62% of high school graduates had jobs and 68% were active in the labour market.

More and more, the people finding jobs are those who have completed at least a high school education. The number of jobs filled by high school graduates has increased by about 14% between 1990 and 2002.

Less than one-third of high school drop-outs have a job.

Post-secondary education provides you with the skills and knowledge you need to make it in the 21st century.





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University graduates enjoy the lowest unemployment rates in Nova Scotia. In 2002, only 4.8% were looking for work.

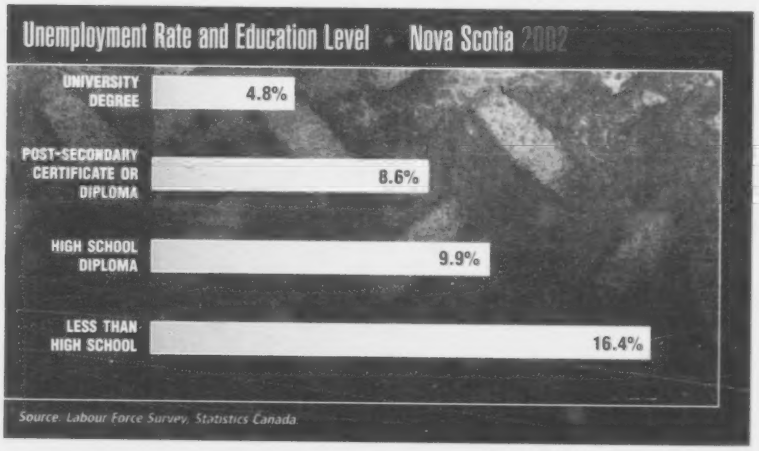
Employers are looking for people with specialized skills and knowledge and often want more than a high school diploma. They are looking for employees with post-secondary education or training. This can mean a diploma or certificate from an apprenticeship program or college, or a university degree. As you can see from the charts on the previous page, employment rates are higher and still growing for those with some form of post-secondary training.

Since 1990, the number of jobs filled by graduates of post-secondary education has increased by 38%.

These credentials tell an employer that you can do the job and help make his/her business a success. Even if you want to be independent and run your own business, the skills and knowledge that you get from further studies will help you on your way.

This trend is expected to continue.

So, if you are thinking of leaving school, think about your future. It may be tough going now, but it's worth it.

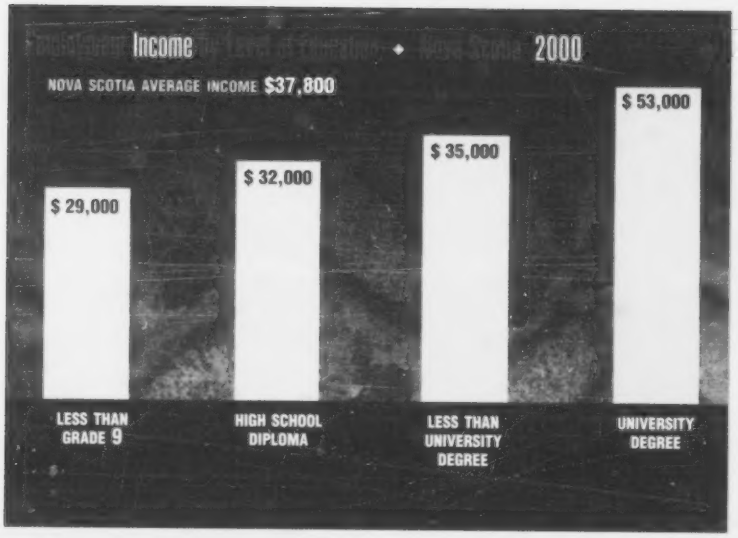


Education and Unemployment

Need more convincing? Suppose you have the chance to get full-time work if you leave school now? If so, there is something else that you should think about. How long can you keep that job?

You now know that the more education you have, the better your chances of finding a job. It's hard to find work if you have less than a high school education. Even if you do find work, chances are that you will be the first to be laid off when business slows. Will you find yourself without a job and without a high school diploma?

Unemployment rates are highest among high-school dropouts.



Women who did not finish high school earn the least.

On average, high school graduates earn more than drop-outs and those with some post-secondary education earn even more.

In 2000, university graduates earned the highest average yearly income.

The unemployment rate in Nova Scotia averaged 9.7% in 2002.

At over 16%, high school dropouts had the highest rate of unemployment.

...high school dropouts on average have the lowest yearly income.

The Earnings Gap

Still not convinced? If you're tired of never having money and think you want to start working full-time right now, there is something else you will want to consider:

A good education pays.

When you have a chance to earn money now, it can be hard to pass it up and stay in school. But think about this. In Nova Scotia, as in the rest of Canada, the higher your level of education, the higher your yearly income is likely to be. By dropping out of school to get a job today, you will in fact be losing a lot of money — at least hundreds of thousands of dollars over the course of your working life!

Make the Right Choices

By now, you understand the importance of making the right decisions about your education. These choices affect whether you can ever get a job, whether you can work on a regular basis, and how much money you will be able to earn. And, of course, you want to get paid for doing work that you like to do, even if you're not yet sure what that might be.

Employers are looking for people with specialized skills and knowledge and often want more than a high school diploma. They are looking for employees with post-secondary education or training. This can mean a diploma or certificate from an apprenticeship program or college, or a university degree. As you can see from the charts on the previous page, employment rates are higher and still growing for those with some form of post-secondary training.

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This trend is expected to continue.

So if you are thinking of having a break, think about your future. It may be tough going now, but it's worth it.

Need more convincing? Suppose you have the chance to get full-time work if you have a diploma now? If so, there is something else that you should think about. How long can you keep that job?

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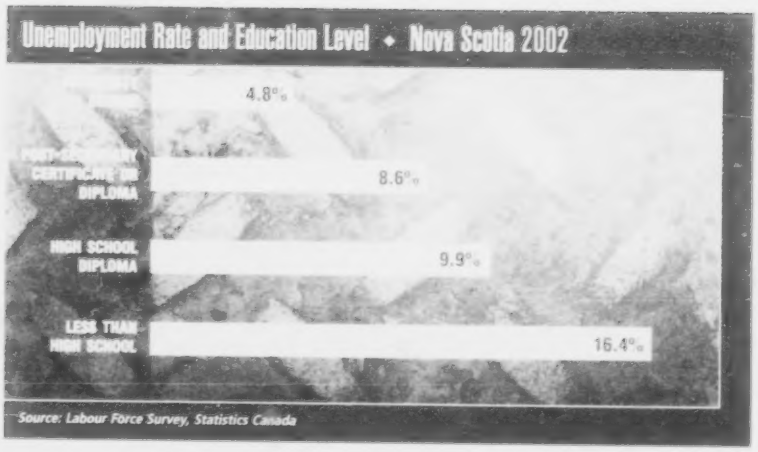

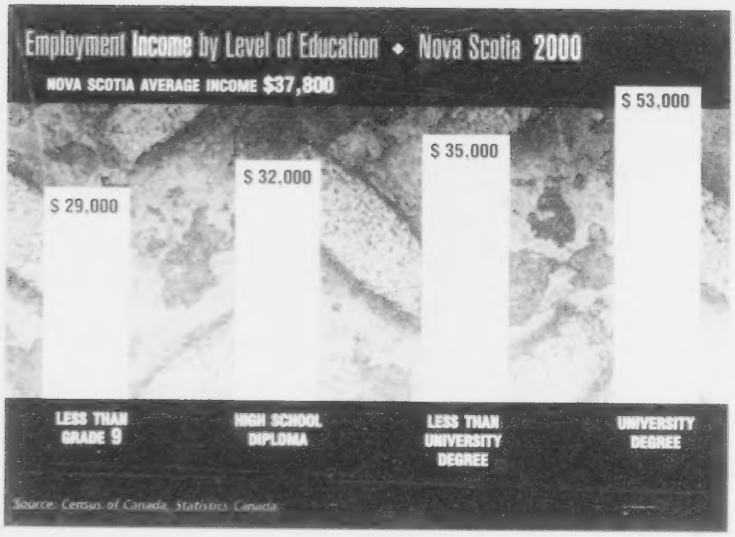

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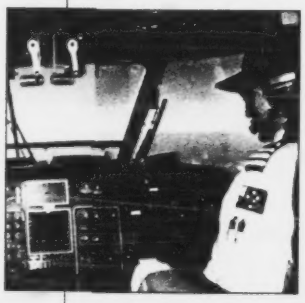
Explore Your Options

Your first step will be to finish high school.

Once you have your high school diploma, there are lots of choices that will help you get started on the road to a successful career.



If you are struggling with school right now, you should be aware that there is support in your own community. You can discuss your situation with a guidance counsellor, health professional, or any other supportive adult. Personal problems, family problems, lack of motivation, health problems, and poor organizational or study skills are all factors that can affect your school performance.

If you feel overwhelmed by schoolwork, talk to a trusted teacher. The library and the Internet are also good places to find study guides with tips on study skills and managing stress.

College...

Programs offered by Nova Scotia Community College, University College of Cape Breton Université Sainte-Anne – Collège de l'Acadie, and a variety of private career colleges provide skills needed to fill entry-level jobs in specific occupations. These programs are typically one or two years in length and lead to a certificate or diploma.

When in doubt, keep your options open.

University...

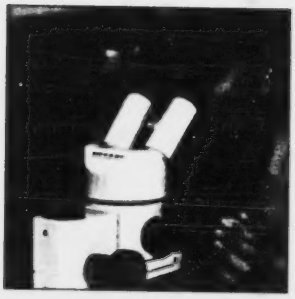
Even though many jobs require a degree, as a rule, university undergraduate degree programs do not focus on training for specific occupations. They aim to develop your intellectual skills and provide a broad understanding of a particular subject. These programs are typically three or four years in length and lead to a Bachelor's degree. Some people who complete their undergraduate degrees continue on to earn higher degrees.

Not all post-secondary training requires many years in a classroom.

Apprenticeship...

Consider learning a trade by becoming a registered apprentice. Apprenticeship programs typically last for three or four years and also require that you complete a number of industry-approved technical training courses. Your work as a paid apprentice and your technical training will prepare you for the certification exam. Contact the Apprenticeship Training Division, Nova Scotia Department of Education, at 1-800-494-5651 for further information.

Paying for your post-secondary education



There are many ways to pay for your education. Most students use a combination of resources and strategies.

- Personal savings
- Registered Education Savings Plan
- Bank student loans
- Bursaries
- Family contributions
- Part-time work/full-time study
- Government Student Loan Program
- Scholarships
- Full-time work/part-time study

For more information on financing your education...

http://ednet.ns.ca

Is it a good investment?

Jesse is worried. The only way to get a post-secondary education will be to borrow a lot of money. It will be possible to earn only a little money working part-time and summers before graduation. Would Jesse be better off financially by starting work full-time right after high school?

Post-secondary education is expensive. In the past few years, it has become even more so. The average cost of attending college or university has been going up. The only post-secondary training that doesn't cost a lot of money is apprenticeship training, where you are paid while you work as an apprentice.

You've heard about young people owing a lot of money when they graduate. Is it worthwhile?

If you choose to invest in training for an occupation with good employment opportunities, your additional earnings (over what you could have made without the training) will ensure that training will pay for itself within a few years.

Post-secondary education will pay off if you make the right choices.

Keep in mind that people in some occupations earn incomes that are much higher than the average for post-secondary graduates, and others earn a lot less. Some diploma training can lead to a higher income than the average for university graduates. If you plan to borrow to pay for your education, you must consider your career goals and training paths with care. Not every occupation provides the same opportunities. If you borrow a lot of money to train for an occupation with high unemployment, few new job openings, and/or a low starting salary, you could struggle financially for years after graduation.

Making your choice...

In addition to the many degree programs offered by provincial universities and the certificate and diploma programs offered through the community college system, Nova Scotia has dozens of private career colleges and trade schools. There are hundreds of choices of certificate, diploma and degree programs. Which one is right for you?

Deciding on an occupation may answer this question for you. Some types of training, like dentistry, are only available at one school in Nova Scotia. Other fields, such as computer programming or business, have many different training options.

Before investing your time and money in any program, it is essential to make sure that the program will provide you with the education and training that meets both your expectations and those of your future employers.

Some questions you may want to ask...

? Which institutions offer similar programs? How do they compare in cost, time required for completion, and overall satisfaction of graduates?

? Once you complete the program, will you be qualified to work right away? Will this training allow you to advance in your career?

? How many graduate from this program each year? How many of these graduates are working in their field? Which employers have hired graduates of this program in recent years?

You will want to talk to admissions officers and former students of the program. You should also contact potential employers and/or professional associations. Many employers, professional organizations and trade unions have informative websites. The ***Career Options*** website provides links to sites you may find useful.

Post-secondary education is a major investment, not only of money, but of your time and energy. It will pay off if you make the right choices. But you also need the interest and commitment to complete your program. There can be a lot of pressure to enter a program right after high school. However, working for a year or two before making a decision can be a better choice for some people.

Going from school to work.

When your parents, and many of your teachers, were in high school, it was assumed that most students would complete their education and then head out into the working world. Within a few months after graduation they would find their first "real" job, an entry-level position where they could learn to apply what they had studied and to get along in the workplace.

As they acquired experience and new skills, they would progress steadily along their career paths, moving into positions with increasing responsibilities.

You know differently. You hear of young people who graduate and don't find work for a long time. You know that some people have trouble finding jobs that match their career goals. New graduates are often competing with experienced workers for jobs. No one is surprised if it takes a few years for a graduate to get settled in the working world.

You've heard the complaint

Can't get a job without experience, can't get experience without a job.

This doesn't have to happen to you.

Developing concrete career goals can ease your transition into the workforce. Choosing the right education and training for the career you want is important. ***Career Options*** can help you make these choices.

But, how can you give yourself an edge when competing for your first job? Consider these possibilities.

You can begin to accumulate practical experience while still in school. Volunteering is a great way to meet people and learn new skills, and can be a real asset when applying for scholarships. *Volunteer work* and *service learning* can provide valuable experience and help you develop your "people skills." You may also be able to learn more about yourself and work that interests you.

Once you are old enough, age 16 for most jobs, you can apply for summer jobs or even part-time work during the school year. According to a report from the Canadian Council on Social Development, high school students can work up to 15-20 hours per week and still do as well in school, or better, than many students who don't have a job. The key is to decide how much free time you are willing to give up to hold a job. It can be tricky balancing school, homework, extra-curricular activities, and a social life with a part-time job.

Your 1st job ... consider these possibilities

- **Part-time and summer jobs while attending school.**
- **Job shadowing and work placement opportunities through your school.**
- **Community volunteer work.**
- **Co-operative education programs.**
- **Running a part-time or summer business.**

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Your Job...

- **Part-time and summer jobs while attending school.**
- [illegible]
- **Community volunteer work.**
- [illegible]
- **Running a part-time or summer business.**

Of course, it's great to have extra spending money from *part-time or summer jobs*, and even a job that seems to have nothing to do with your career goals can provide valuable experience.

It's an opportunity to develop "soft skills" such as teamwork, customer service, and self-discipline. It is also a chance to show that you are a responsible person and can take the initiative. Making the best of this chance can give you a head start when you graduate.

Some high schools in Nova Scotia also offer opportunities to experience and learn about the workplace. A number of course options and community-based education initiatives are now offered that help to link the educational experience with the community and the workplace.

This includes *Take our Kids to Work Day* and *Techsploration*. In high school there may be options for job-shadowing, short-term placement, and co-operative education credits.

Co-operative education in university and college alternates classroom study with paid work-terms and is part of many community college and university programs. It may take a little longer to complete your program, but you will graduate with real-world learning experience and contacts with employers.

Choosing the right education & training for the career you want is important.

Bridging the Gap

need qualified employees.

Thus the key to your future is to develop and maintain a portfolio of marketable skills.

The following is a list of valuable employee skills that employers not only want you to have but want you to be continually upgrading...

1. **Writing skills**
2. **Interpersonal skills, team work**
3. **Organizational skills**

Basic computer knowledge

Customer service orientation

Math skills

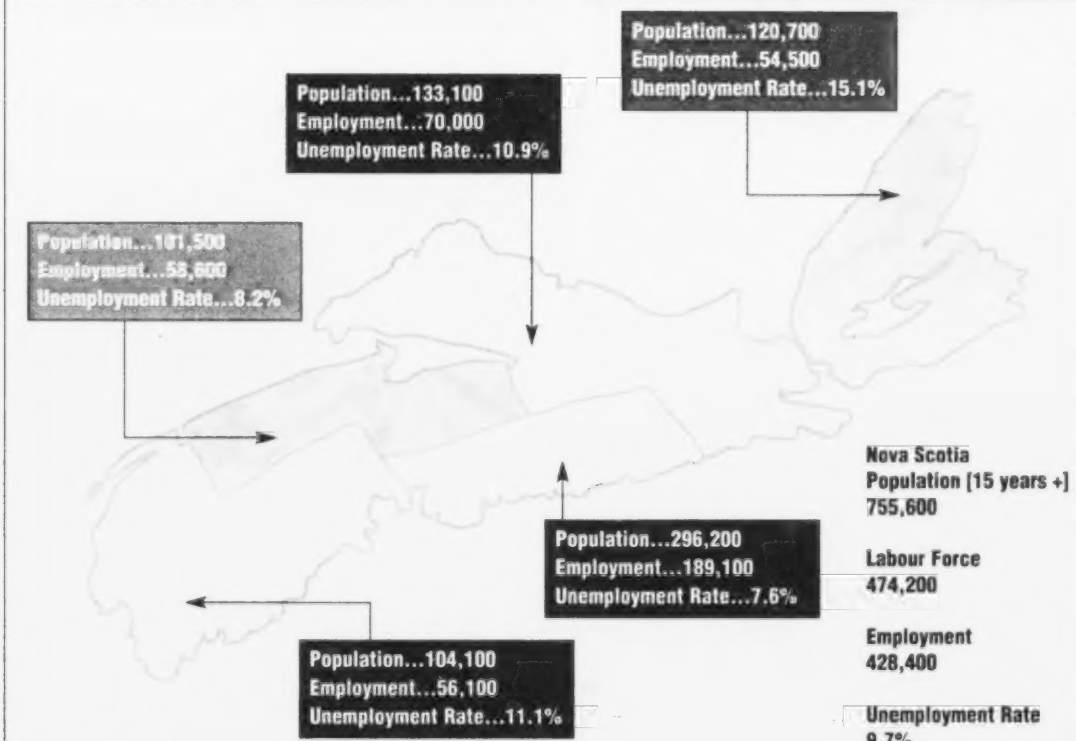
Source: Olsten Corp. (Canada and U.S.A.)

Nova Scotia's labour market

In Nova Scotia, the number of people of working age (individuals 15 years of age and older) was around 755,600 in 2002, and about 474,200 of these people were in the labour force. Around 428,400 of those in the labour force had jobs during this period, while about 45,800 (9.7% of the labour force) were unemployed.

As you can see from the map, most job opportunities are in the Halifax region, which accounts for about 44% of the jobs in Nova Scotia. Labour market conditions vary significantly across the province. Unemployment rates are quite high in Cape Breton, low in the Halifax region, and in between these two extremes in other parts of the province.

2002 Provincial Statistics



Source: Labour Force Survey, Statistics Canada

Of course, it's great to have extra spending money from *part-time or summer jobs*, and even a job that seems to have nothing to do with your career goals can provide valuable experience.

It's an opportunity to develop "soft skills" such as teamwork, customer service, and self-discipline. It is also a chance to show that you are a responsible person and can take the initiative. Making the best of this chance can give you a head start when you graduate.

Some high schools in Nova Scotia also offer opportunities to experience and learn about the workplace. A number of course options and community-based education initiatives are now offered that help to link the educational experience with the community and the workplace.

This includes *Take our Kids to Work Day* and *Techsploration*. In high school there may be options for job-shadowing, short-term placement, and co-operative education credits.

Co-operative education in university and college alternates classroom study with paid work-terms and is part of many community college and university programs. It may take a little longer to complete your program, but you will graduate with real-world learning experience and contacts with employers.

Choosing the right education & training for the career you want is important.

Bridging the Gap

need qualified employees.

Thus the key to your future is to develop and maintain a portfolio of marketable skills.

The following is a list of valuable employee skills that employers not only want you to have but want you to be continually upgrading...

1. **Writing skills**
2. **Interpersonal skills, team work**
3. **Organizational skills**

Basic computer knowledge

Customer service orientation

Math skills

Source: Olsten Corp. (Canada and U.S.A.)

Nova Scotia's labour market

In Nova Scotia, the number of people of working age (individuals 15 years of age and older) was around 755,600 in 2002, and about 474,200 of these people were in the labour force. Around 428,400 of those in the labour force had jobs during this period, while about 45,800 (9.7% of the labour force) were unemployed.

As you can see from the map, most job opportunities are in the Halifax region, which accounts for about 44% of the jobs in Nova Scotia. Labour market conditions vary significantly across the province. Unemployment rates are quite high in Cape Breton, low in the Halifax region, and in between these two extremes in other parts of the province.

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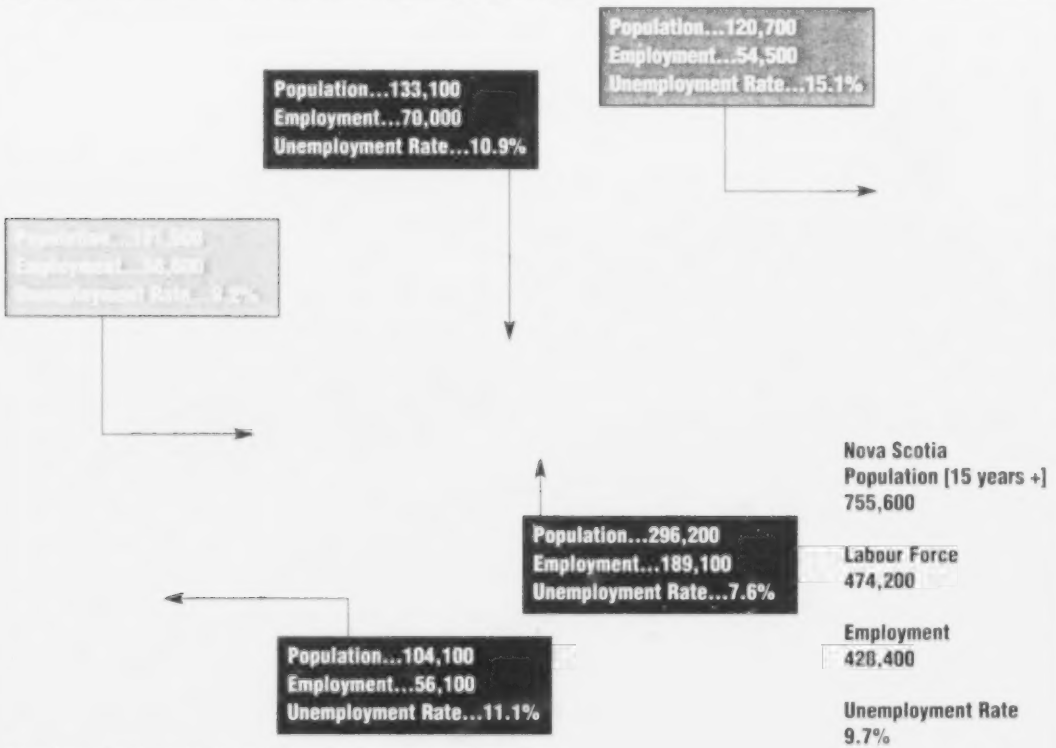


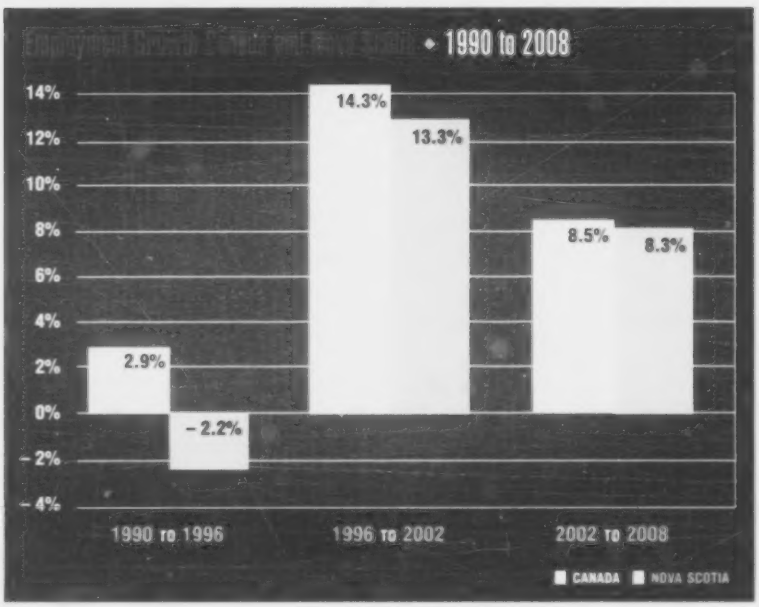
Source: Labour Force Survey, Statistics Canada

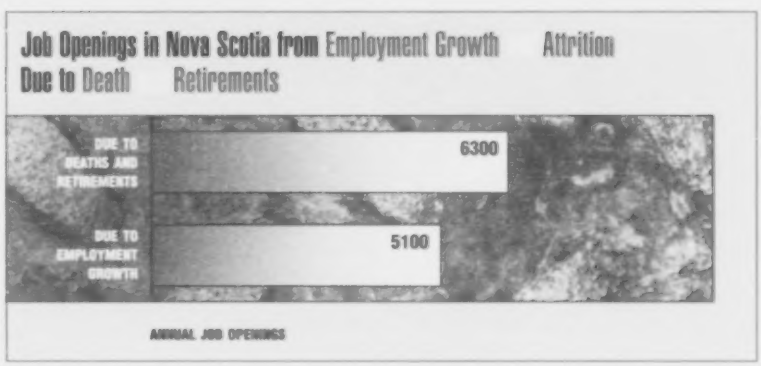
How do jobs become available?

Employment growth...

New jobs are more likely to be created when the economy is growing, new businesses are starting up, and old businesses are expanding. When growth slows, there are fewer new businesses and existing businesses reduce their workforce.

For example, the early 1990s were tough times for many Nova Scotians. After peaking at 387,000 in 1990, the number of people with a job dropped by 19,000 over the next three years as economic growth slowed. It took four more years for employment to return to the 1990 level. During these four years, many graduates had a very hard time finding their first job.





Attrition...

Employment growth is not the only source of job openings. Most job openings occur as a result of attrition. *Attrition* refers to existing jobs that become vacant due to death or retirement, or because the previous employee left to work in another occupation, return to school, or focus on family responsibilities.

Economists predict that employment growth will result in about 5,100 job openings annually over the next few years. The "baby boom" generation, who were hired in large numbers in the 1960s and 1970s, will be retiring in large numbers over the next five to fifteen years, creating opportunities in a number of occupations. This should result in about 6,300 openings per year. Even more jobs will become available as people change jobs or leave the labour market for other reasons. In fact, more than 15,000 Nova Scotians might be expected to find new jobs in any given month. (Note: ***Career Options*** estimates of job openings only include those due to employment growth and attrition due to deaths and retirements. Since many people leave their jobs voluntarily, this is an underestimate of those actually available.) In the long term, the continued development of the offshore oil and gas industry and other economic activities are expected to contribute to an improved outlook for those looking for work. Between 1997 and 2000 employment increased by 35,000 (9.2%).

While we cannot expect that this rapid pace will continue, it is expected that conditions in the labour market will continue to improve. Overall, even with occasional fluctuations in economic growth, the long-term prospect is for an increasing number of available jobs.

Future employment growth looks good, with a likely average about 5,000 jobs per year.

Where are the jobs?

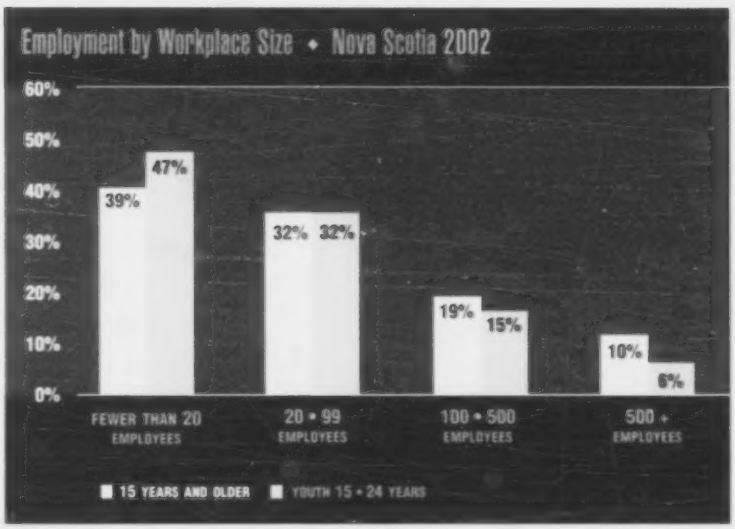
Most Nova Scotians are employed in service industries...

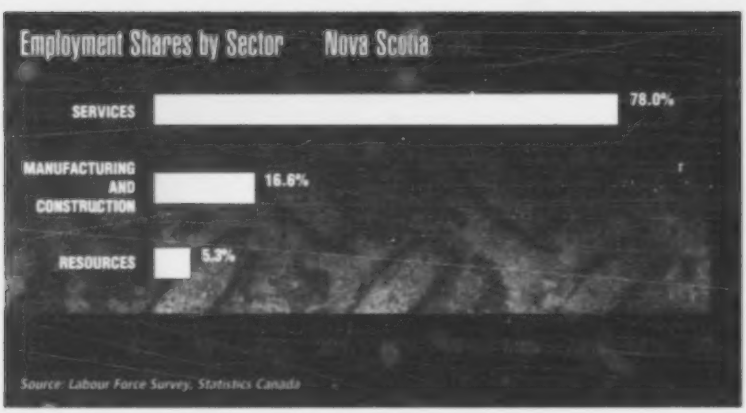
Many of us think of our traditional resource sector (agriculture, fishing, forestry, and mining industries) as the most important part of our economy. These resources are an important part of Nova Scotia's prosperity, but account for a smaller and smaller part of employment. A century ago, more than half of Nova Scotians were employed in the resource sector. Today, less than 6% work in farming, fishing, forestry, or mining.

Our goods-producing industries (manufacturing, pulp and paper, and construction) are also vital to our economic well-being. About 17% of Nova Scotians are employed in these industries.

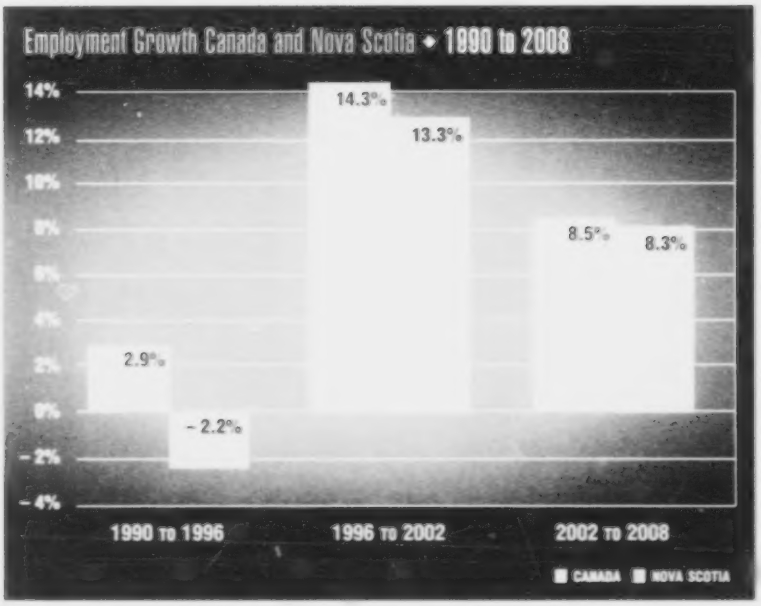
Service industries, where most Nova Scotians work, provide services to individuals and businesses. These include the services provided by government, including health and education; services provided by our stores, restaurants, and hotels; financial services provided by banks and insurance companies; and services provided to business. Today, over three-quarters of all employment opportunities for Nova Scotians are in the service sector.

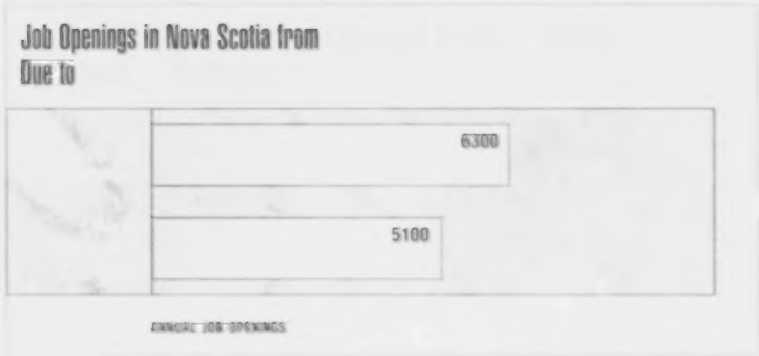
For twenty years now, most employment growth has taken place in smaller firms.





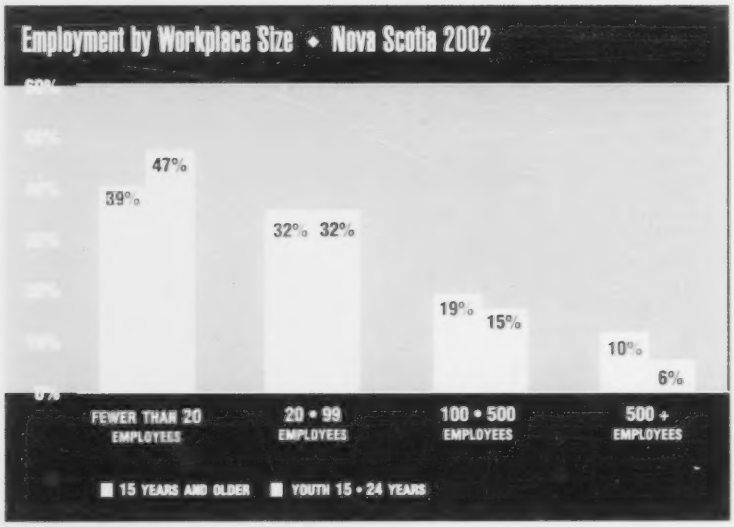
There will be jobs for those who have the right skills.

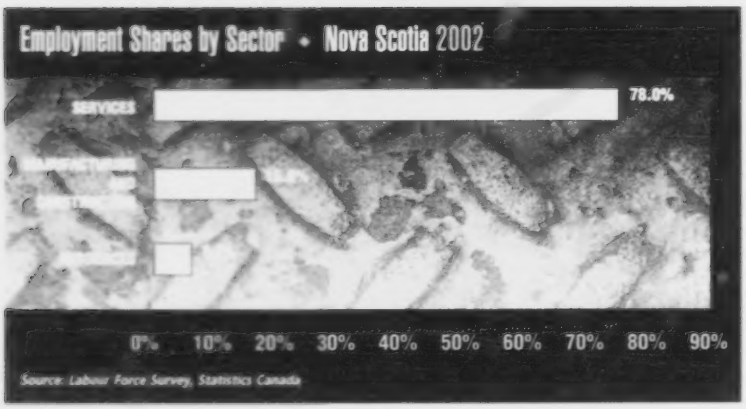


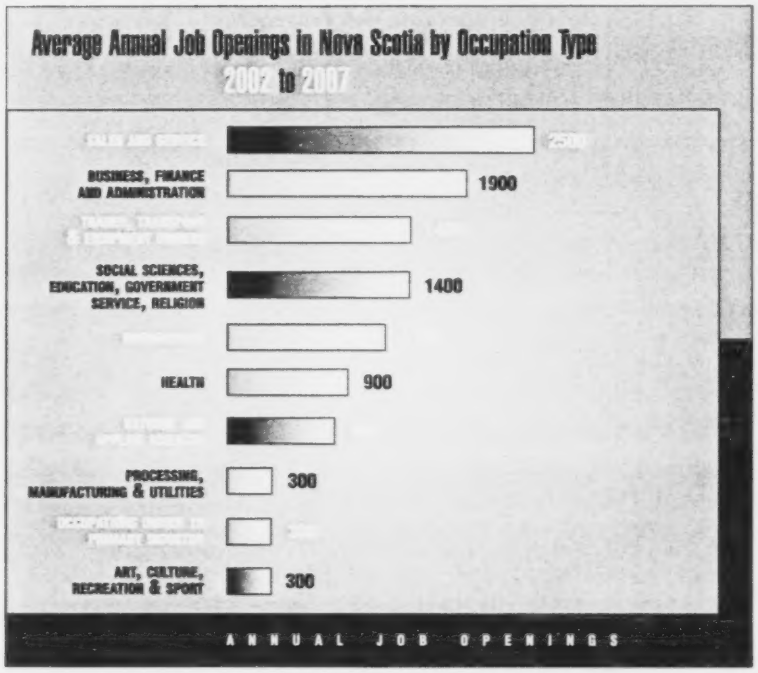


Career Options

Future employment growth looks good, with a likely average about 5,000 jobs per year.


Employment by Workplace Size • Nova Scotia 2002
39%
47%
32%
32%
19%
15%
10%
6%
FEWER THAN 20 EMPLOYEES
20 • 99 EMPLOYEES
100 • 500 EMPLOYEES
500 + EMPLOYEES
15 YEARS AND OLDER
YOUTH 15 • 24 YEARS


Employment Shares by Sector • Nova Scotia 2002
SERVICES
78.8%
0%
10%
20%
30%
40%
50%
60%
70%
80%
90%
Source: Labour Force Survey, Statistics Canada



When looking for a job, many people tend to limit their efforts to large, well-known firms. In recent years, however, people have experienced more success in finding work with smaller firms. After years of downsizing, many large firms are still only hiring on a limited basis, while the role of small business in job creation has increased.

The chart on the previous page shows employment by workplace size. In 2002, 39% of Nova Scotian workers worked in businesses with less than 20 employees. Employment opportunities in workplaces that employ a small number of workers are especially important for young people. Almost half (47%) of employees aged 15 to 24 years were working in these small establishments.

Employment in certain occupations is expected to increase over the next few years.

Among the broad occupational groups, **Sales and Service Occupations** will account for about one-quarter of job openings over the next few years. Many of these jobs will be found in tourism and retail. These jobs also include firefighters, police, hairdressers, and cooks.

There will be a large number of openings in **Business, Finance, and Administration Occupations**. These will include jobs such as customer service representatives in call centres, accountants and bookkeepers, professionals in business services, and investment and human resource officers. There will also be opportunities in the **Trades, Transport, and Equipment Operators Occupations**, including jobs for construction workers, mechanics, and truck drivers.

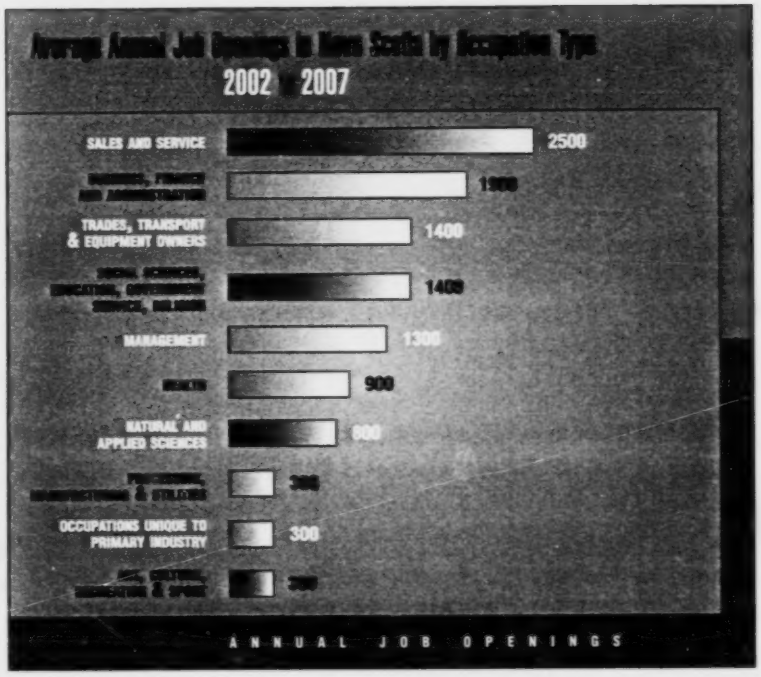
And if you look more carefully within the other occupational groups, you will find other occupations where employment prospects are favourable.

So where are the hottest prospects? Take a look at What's Hot!

These are just some of the occupations where employment is expected to grow, unemployment is low, and there will be a substantial number of job openings.

What's Hot! provides you with a starting point of finding where the jobs are. But are there other occupations where employment prospects are good? Answering questions like this is what ***Career Options*** is all about.

Browse through the occupational profiles on the website and find some opportunities that appeal to you.



Many new jobs are created in smaller firms...

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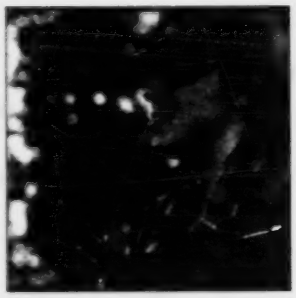

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What's Hot!

- Administrative Occupations (e.g. Human Resources Officer)
- College and Other Vocational Instructors
- **Computer Programmers and Systems Analysts**
- Engineers
- **Family Physicians and Specialists**
- **Managers in Retail Trade, Tourism, and Other Service Industries (e.g. Restaurant Manager)**
- Personal Care Workers, Orderlies, and Other Health-Care Assistants
- Professional Occupations in Business Services to Management (e.g. Management Consultant)
- **Registered Nurses**
- Retail Salespersons and Sales Clerks
- **School Teachers and School Counsellors**
- **Social Workers, Counsellors, and Probation Officers**
- Technical Occupations in Electronics and Electrical Engineering (e.g. Aircraft Electrical Technician)
- Technical Sales Specialists and Sales Representatives, Wholesale Trade (e.g. Communication Sales Specialist)

Go to careeroptions.ednet.ns.ca to learn more about these jobs

So how does all this Advice apply to you?

Almost every day, you'll hear news about what's happening in one of Nova Scotia's industrial sectors. An industrial sector is a group of businesses that provide similar products or services.

News stories might talk about what is happening right now or in the next little while. Of course, if you're thinking about your career, you want to be able to find work when you are ready to enter the workforce. You will also need to know what the long-term trends will be, that is, what is expected to happen over the next ten or twenty years. If you choose to work in a sector, you want to know that you will have a bright future working in that area.

As you know, there are different reasons why jobs become available. Industrial growth is only part of the picture.

It's best to get your information from more than one source. ***Career Options*** balances information from a number of sources, and will tell you how many jobs are expected to be created in each occupation, as well as expected unemployment rates. You will find, as you browse through the occupations at ***careeroptions.ednet.ns.ca*** or in the ***Career Options*** handbook, that there are good opportunities that you didn't know about.

Most importantly, you will need to match the life you want to live and the work you want to do with the opportunities that are available.

Sam is outgoing, active, and creative, and loves art, nature, and traditional crafts. Sam expects to be happy with a modest lifestyle and wants to stay in rural Nova Scotia. Sam's parents read in the paper that the number of tourists visiting their area is expected to increase once a new tourist attraction is completed. They suggest that Sam consider a career in tourism.

What career options does Sam have?

There are two things Sam should keep in mind.

1. More tourists visiting the area will result in opportunities to start a new business.
2. All industries need people to do many different types of jobs.

Some of these jobs only exist in a particular industry, while others may be more general in nature. For example, as you would expect, the tourism industry employs chefs, hotel clerks, and tour guides. It also requires people with skills in management, marketing, and accounting. An increase in tourism may also mean more opportunities in transportation, business support services, entertainment, and retail.

Changing the way we Work!

We live in a time of tremendous change in the world economy. The world is becoming "a smaller place." We can communicate in an instant with people around the world, and it is becoming easier and cheaper to exchange goods and services with people in other countries. As part of this process of ***globalization****, our provincial economy is becoming more and more connected and interdependent with other economies across North America and throughout the world.*

New technologies, especially computers and communications systems such as the Internet, continue to transform our lives at home, in school, and in the workplace. More and more jobs require specialized training and education. At the same time, basic literacy skills such as reading, writing, and math are becoming even more important.

There have been other changes as well. The rise in service occupations has increased the demand for employees with "people skills." Good communication skills are required to understand and meet the needs of customers and clients. More workplaces require the ability to work as a member of a team and demand responsible employees with good judgement and problem-solving skills.

These changes will continue to create opportunities for new and established businesses. To compete for these opportunities, employers must be able to provide what customers want, when they want it. They may hire employees on a short-term basis to meet a sudden demand. When employers need to remain competitive, they need to attract and keep skilled and adaptable employees. One way to do this is to consider alternative working arrangements. For example, hours of work can be flexible, and employees can work at home all or part of the time. Workers whose skills are in high demand may contract their services to the highest bidder. Instead of working for someone else, some people prefer to take advantage of these opportunities directly, by establishing their own businesses.

Let's have a look at some of the changes that are taking place.

We live in a time of tremendous change in the world economy. The world is becoming "a smaller place."

Self-Employment and Entrepreneurship

Are you an opportunity-taker?

Looking for a challenge?

Motivated and enthusiastic?

Got an idea for a product or service?

Do you dream about running your own business?

Consider joining the ranks of the self-employed.

Nova Scotia has a long tradition of self-employed farmers, fishers, and merchants. Today, there are even more opportunities to work independently or to start your own business.

Small business continues to be an important source of job creation in Nova Scotia. One of the best ways to create new jobs is to support new entrepreneurs. Business and government leaders, opinion makers, and others interested in the development of Atlantic Canada's economy emphasize the need to develop a stronger entrepreneurial base within our economy — small business is big business in Atlantic Canada.

Since 1990, the number of self-employed workers in Nova Scotia has increased overall by 10,000 (a 20% increase).

Why choose self-employment?

Some people choose an occupation that offers the option of self-employment. The self-employed may be professionals, such as accountants or lawyers; tradespersons, such as carpenters or plumbers; providers of services to business, such as bookkeepers or consultants; or artisans producing artwork for sale in their home studio. This can be done in addition to regular employment, or to support yourself when job opportunities are limited.

During the economic downturn of the 1990s, self-employment increased at a rate three times faster than that of job creation. Clearly, many people use self-employment as a means to gain experience in the workforce or to keep working when jobs are scarce. Others are self-employed entirely by choice. For many people, self-employment allows them to balance work with other priorities in their life.

Although many start working for themselves as soon they enter the workforce, another path to self-employment is to work for an established employer at the start of your career and go into business on your own once you have established a reputation.

What is an entrepreneur?

Jo is a self-employed carpenter who does small jobs for home-owners on a word-of-mouth basis. Raj is also a self-employed carpenter, but one who sought out and took on bigger jobs, hiring employees to help with the work. Raj keeps abreast of changes in the construction industry in Nova Scotia and is always prepared to compete for a contract. Now the company has clients throughout the Maritimes and dozens of employees, and business continues to grow. Raj is an entrepreneur.

Entrepreneurs are people who run their own businesses, from small, home-based craft businesses to multi-million-dollar computer companies. One of the primary goals of entrepreneurs is to ensure the continued success of their business. To do this, entrepreneurs must be constantly looking for new ways to make their business the best it can be.

The variety of opportunities is almost endless. Examples include retail stores, software development firms, bed and breakfast establishments, hair-dressing salons, publishers, repair shops, employment agencies, recording studios, gas stations, restaurants, fast food outlets, and small manufacturing firms.

More than one-third of entrepreneurs in Nova Scotia are women.

Not content with operating traditional businesses, entrepreneurs may develop products at the cutting edge of technology; contribute to the growth of Nova Scotia's culture industries; export to foreign markets; and/or identify and fill a new or previously unmet need of consumers or businesses.

Entrepreneurs see change as an opportunity.

Where are the opportunities?

Most self-employed people run businesses in retail trade and construction. There are opportunities in transportation and warehousing, science and technology, agriculture, forestry and fishing, and manufacturing. Accommodation and food service, finance, insurance, real estate and leasing, and business management and administrative services are other common choices for owner-run businesses.

Will 2 Win

As a young adult, Will Njoku realized his dream of becoming a professional basketball player when he was selected 41st by the Indiana Pacers in the 1994 NBA Draft. Now he is in business as a sports organizer...with a difference. From his own experience, he understood how young people could be taught life skills by relating them to athletic skills. "Sport is the medium used to communicate to the kids. Once we have their attention, we can teach skills that can be used on and off the court." Will 2 Win travels throughout the region delivering motivational talks, sport camps, and positive coaching clinics to eager participants. "Seeing an adjustment in kids' habits and positive changes in their behaviour" are the most fulfilling aspects of Will's business. Will's motto? "Set your feet, aim high, follow through."

The Soap Girl

Self-Employment

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Sarah Crawley, a young stay-at-home mom, created The Soap Girl so she could spend more time with her family while working from home. Her aim is to employ other stay-at-home parents who need a flexible schedule. Sarah has a supportive family and a loyal staff. The Soap Girl's product lines include all kinds of bath accessories: bath bombs, crush, soap slices, tub therapy, rubber ducks, spa take-out, butter massage bars, and lip jam, which she sells from craft shows and her website. "I want to make boring baths a thing of the past," says Sarah. Her advice to young entrepreneurs? "Staying focussed, constantly creating, being open to new ideas and understanding your market are key to success." And most importantly, "Enjoy what you do and have fun!"

Adventures East

Fred Stillman turned his love of fun in the outdoors into an outdoor adventure company called Adventures East. His company's slogan is Serious Fun Outdoors! Fred worked for several years in the tourism industry before deciding that he wanted to be independent and develop his own ideas. Building on his experiences and network of contacts, he was able to develop and market a successful line of products – focussing on a fun approach to adventures in the outdoors. These include ocean kayaking, coastal hiking, mountain biking, rock climbing, and more. Fred is always investigating new ways to experience the outdoors and his newest adventure is waterfall rappelling. His advice to future entrepreneurs? "When you reach a major obstacle, be creative, get past it, learn from it, and treat it as an accomplishment."

David Eisnor and Michelle Strum love to travel and meet people. They also believe that Nova Scotia is a fantastic place to visit. As they travelled through Europe and Australia, they picked up plenty of ideas on how a good hostel should be run. Halifax Backpacker's Hostel opened in 2001 and David and Michelle have been busy ever since. It's hard work. A typical day starts at 6:30 a.m. and can keep going until the last guests arrive at 2:00 a.m., but David and Michelle agree that the sleepless nights have been worth it. Most backpackers are very open-minded and easy-going. They believe that learning about the people that live here is as important as looking at the scenery. At suppertime, everyone gets together and helps out in the communal kitchen. David and Michelle love sharing their knowledge and experience of the region with visitors, who are excited just to be here.

Adventures East

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What does it take to become a successful entrepreneur?

A positive attitude is one of the most important assets you can have. Determination, self-discipline, and a willingness to work hard are the keys to survival. Entrepreneurs typically demonstrate some of these traits: creativity, initiative, independence, a need to achieve, self-confidence, resourcefulness, and a willingness to take calculated risks. Successful entrepreneurs develop their leadership, communication, interpersonal and problem-solving skills.

You will need basic business skills.

Entrepreneurs may need to convince banks, partners, or shareholders to invest the money to develop or expand their businesses. To do this, you require a business plan and the ability to explain clearly and persuasively how you expect your business to develop.

A positive attitude is one of the most important assets you can have.

...to advance their careers, more and more people combine their working life with ongoing learning experiences.

Training

Much is being done to support and encourage entrepreneurs in Nova Scotia. Entrepreneurship education is offered in the public school system and through Nova Scotia Community College. A provincial network of small business and entrepreneurship counsellors has been developed. Self-employment and entrepreneurship are promoted and supported as career options. There are a number of resources and support networks that offer entrepreneurial training and development to youth.

Centre for Entrepreneurship Education and Development
1521 Grafton Street
PO Box 515
Halifax, NS B3J 2R7
Phone: 1-800-590-8481
www.ceed.info

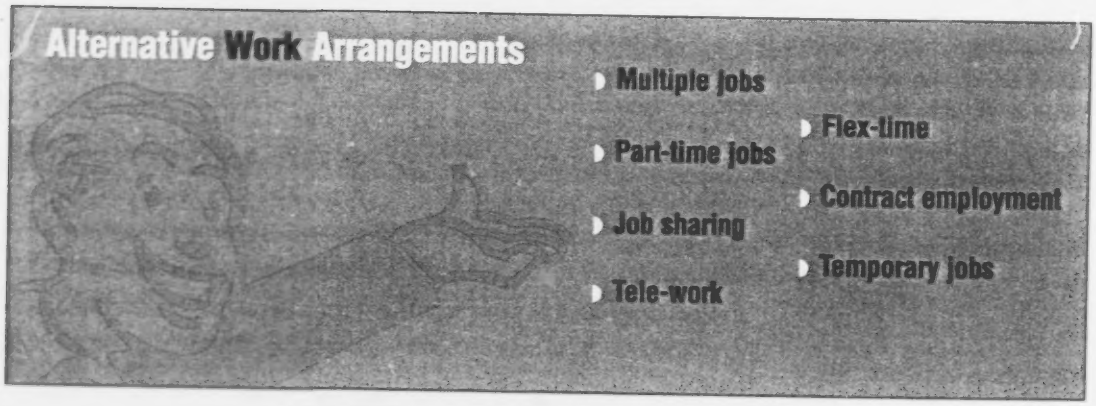
Junior Achievement of Nova Scotia
2695 Dutch Village Road
Halifax, NS B3L 4T9
www.jacan.org/charters/mainlandnovascotia

Youth Entrepreneurial Scholarship Program
Nova Scotia Economic Development
PO Box 519
1800 Argyle St., 7th Floor
Halifax, NS B3J 2R7
www.gov.ns.ca/econ/yes

One more thing to consider

Work Schedules

Not every job opportunity comes as a full-time, Monday-to-Friday permanent position. Not everyone considers this the best working arrangement. There is a range of alternative work arrangements being considered by employers and employees. There are two important reasons to think about this. As you consider possible careers, you will want to consider the usual working arrangements for that occupation. If you want to work regular daytime hours, you should think twice before training for a career where shift-work is the norm. If security is important to you, you might not want to find yourself in a profession where a common work arrangement is short-term contract work.



If your career is not your only priority, you may prefer a job with flexible working hours. And alternative working arrangements often provide opportunities for young people as they start their careers.

...alternative working arrangements often provide opportunities for young people as they start their careers.

About 65% of workers in Canada work a regular Monday-to-Friday workweek, 7% work more than 5 days, 9% work fewer than 5 days, and 19% have variable workweeks.

Only two-thirds of workers in Nova Scotia have regular daytime schedules. About one in five works in shifts, and one in seven has irregular daytime schedules.

One in five workers in Nova Scotia works overtime, averaging about 9 hours of overtime per week. Less than half of these workers are paid for this overtime work.

Part-time Employment

Many people have working arrangements that are different than traditional "full-time" employment. For example, part-time employment in Nova Scotia has been increasing over the past two decades.

Part-time employment has risen from 12% of all employment in 1976 to about 19% today.

Around 45% of employed youth aged 15 to 24 have part-time jobs. They account for more than one-third of all part-time workers.

Women are much more likely to be employed part-time than men are: 28%of women are employed part-time, compared to 10% of men.

About two-thirds of part-time workers say they prefer to work part-time. Working part-time provides enough money for their needs along with the opportunity to do other things: attend school, look after family, or pursue a hobby. In 1997, 35% of part-time workers would have preferred a full-time job.

Temporary Employment

Temporary employment is another work arrangement that is becoming increasingly common. About 17% of Nova Scotians work in jobs that aren't considered permanent. This is especially common among youth, of whom 37% work in short-term jobs.

About one-third of temporary jobs are seasonal. Many of these are found in agriculture, fishing, and forestry.

The rest are summer jobs for students, contract or casual positions associated with short-term projects, and work with temporary employment agencies.

Temporary and part-time jobs can help launch your career.

Working from Home

In the last decade, there have been major advances in telecommunication and computer technology, allowing many more people to work from their homes. This arrangement is common among people who are self-employed. More employees spend all or part of their time working from their homes: this is called Tele-working. Sometimes this allows for greater flexibility for the employee. They may not need to live within easy commuting distance of their employers and they may have the freedom to set their own working hours. They may even work for an employer in another province or country. For some people, however, this means that their workday isn't over when they leave the workplace. With this arrangement, it is important to maintain a balance between work and other life priorities.

Keeping your balance.

As you have seen, the choices you make about your education will affect your ability to do the kind of work you want; your chances of getting and keeping a job; how much money you can earn; and, ultimately, the way you live your life.

You can look forward to plenty of changes in your life. If you're prepared, however, change can be an opportunity. How can you make sure you will land on your feet?

Right now, you can inform yourself about different jobs and careers and narrow down a few that appeal to you.

Be sure to coordinate your plans for your education with your career and life goals.

Once you reach high school, pay particular attention to the learning paths for your career choices. To succeed in your chosen career you will need the right training or education. Admission to many of these programs requires certain high school courses. Choose your high school courses wisely and you can easily make the transition to post-secondary learning.

There will also be changes you don't expect. Nova Scotia's labour market is changing. Technology and the workplace are evolving. Ongoing technological change will require that you regularly upgrade your skills. On a personal level, you can expect that your priorities will shift over the years and you may want to consider applying your skills to a different career. Your success and happiness could very well depend on your ability to respond to these types of changes. It helps to be flexible and adaptable, but to meet life's challenges you will require a basic education that will allow you to upgrade your skills.

Completing high school is a key step to success in Nova Scotia's labour market.

You can look forward to plenty of changes in your life. If you're prepared, however, change can be an opportunity.

What can the Career Options website tell you?

careeroptions.ednet.ns.ca

The website describes and compares 187 occupational groups, and answers important questions.

For example, let's see what it tells you about ***"Industrial Designers"***

What is the work like?

Typical occupations include furniture designer, industrial design consultant, industrial products designer, package designer, and product designer.

Industrial designers develop and design countless manufactured products like cars, home appliances, children's toys, computer equipment, and medical, office, or recreational equipment. They create design concepts, sketches, or models, and prepare specifications and guidelines for production. They combine artistic talent with research on product use, marketing, materials, and production methods to create the most functional and appealing design and to make the product competitive with others in the marketplace. As an industrial designer, you would consult with clients, engineers, or production specialists to establish product requirements; analyze the intended use of the product; and conduct research into the costs and methods of production. Furniture designers design furniture for manufacture, according to knowledge of design trends, competitors' products, production costs, capability of production facilities, and characteristics of a company's market.
To facilitate production, they may also design and prepare detailed drawings of fixtures, forms, or tools required to be used in production.

What are the workers like?

To work in this field, you should be creative, imaginative, and artistic. You must be able to communicate ideas both visually and verbally. You must be able to work well with people and be open to new ideas and influences. Computer skills, especially familiarity with computer-aided design, are an asset.

What are the qualifications?

A university degree in Industrial Design, Architecture, or Engineering, or a college diploma in Industrial Design, is usually required to work in this field. Courses in marketing may also be useful. Creative ability must be demonstrated through a portfolio of work.

What high school courses will I need?

Admission to Nova Scotia College of Art and Design and Nova Scotia Community College programs requires a minimum of a high school diploma. To prepare for an engineering program, you must complete high school with a minimum of five Grade 12 academic courses and high marks in Grade 12 Pre-calculus Mathematics, Physics, and Chemistry.

Where is the training offered?

- The Nova Scotia College of Art and Design (NSCAD University) offers a Bachelor of Design (Honours) with a major in Communication Design. This program is principally concerned with educating students to become professional designers for printed and electronic media. To be eligible for entrance, you must have successfully completed the first two years of study within the Bachelor of Fine Arts (Interdisciplinary) program or the Bachelor of Design program with a major in Environmental Design. You must have a very good academic standing to gain admission, as spaces are limited. A portfolio review will also be required.

- The Marconi campus of Nova Scotia Community College (NSCC) offers a two-year diploma program in Wood Manufacturing. The entrance requirement is a high school diploma.

- The Halifax, Annapolis Valley and Marconi campuses of Nova Scotia Community College (NSCC) offer a one-year diploma program in Graphic Design. Entrance requirements are the one-year certificate program in Applied Communication Arts or equivalent and a submitted portfolio. The one-year certificate Applied Communication Arts program is offered at the same campuses of NSCC as above; entrance requirements to this program are a high school diploma and a submitted portfolio that includes samples of art work and a written component.

- An Engineering degree is only available in this province through a five-year Bachelor of Engineering program at Dalhousie University. Dalhousie also offers a cooperative education option for those who choose to pursue this avenue. The first two years of an Engineering degree must be completed through an Engineering diploma program at Acadia, Dalhousie, Saint Mary's, or St. Francis Xavier universities, University of Prince Edward Island, Nova Scotia Agricultural College, or University College of Cape Breton (UCCB). The final three years of the Bachelor in Engineering degree are completed at Dalhousie University.

Will I be able to find work after I graduate?

Estimated employment in 2002 40

Estimated change in employment between 2002 and 2007.....GROWING

Estimated average annual number of job openings.....5

Estimated rate of employment in 2001
SIGNIFICANTLY BELOW AVERAGE

Estimated average annual earnings in 2002 .....$33,000

Where will I likely work?

Of the small number of industrial designers in Nova Scotia, most are employed by food products and textile companies, or by provincial government departments.

Related Occupations

Architectural Technicians and Technologists
Creative Designers and Technicians
Technical Occupations in Civil, Mechanical, and Industrial Engineering

Where can I get more information?

There are links and addresses for

- Design Exchange
- Nova Scotia Department of Tourism and Culture, Crafts Section, Cultural Affairs Division

Career Options on the web.

*These are just **some** of the occupations you will find described on the Career Options website:*

Business, Finance, and Administration
Advertising Account Executive
Commodities Trader
Customer Service Representative
Customs Broker
Festival Organizer
Forensic Accountant
Insurance Adjuster
Labour Relations Officer
Loan Officer
Property Valuator
Truck Scheduler

Canadian Forces Occupations

Health
Dental Hygienist
Physician
Licensed Practical Nurse
Massage Therapist
Medical Laboratory Technologist
Nutritionist
Occupational Therapist
Optometrist
Paramedic
Pharmacist
Registered Nurse
Speech-Language Pathologist
Veterinarian

Natural and Applied Sciences
Agriculture Consultant
Air Traffic Controller
Architectural Technologist
Bridge Design Technician
Chemist
Conservation Officer
Computer Service Technician
Engineer
Environmental Health Officer
Forester
Geologist
Industrial Designer
Land Surveyor
Mapping Technician
Marine Traffic Controller
Ship's Captain
Software Programmer
Statistician
Survey Technician

Art, Culture, Recreation, and Sport
Announcer
Artist
Broadcasting Production Assistant
Coach
Fashion Designer
Filmmaker
Journalist
Museum Curator
Media Relations Officer
Stunt Performer
Photographer
Translator

Social Science, Education, Government Service, and Religion
Group Home Worker
Kinesiologist
Lawyer
Market Researcher
Paralegal
Psychologist
Rehabilitation Instructor
School Teacher
Social Worker

Primary Industry
Aquaculture Manager
Farm Manager
Fishing Vessel Deckhand
Fishing Vessel Skipper
Forest Nursery Worker
Logging Machine Operator
Oil and Gas Driller
Silviculture Worker

Processing, Manufacturing, and Utilities
Furniture Finisher
Printing Press Operator
Pulping Control Operator
Sawmill Machine Operator

Sales and Service
Baker
Butcher
Chef
Correctional Service Officer
Firefighter
Funeral Director
Hairstylist
Hotel Accommodation Sales Executive
Hotel Front Desk Clerk
Insurance Agent
Special Education Assistant
Police Officer
Veterinary Attendant

Trades and Transport and Equipment Operators
Aircraft Maintenance Technician
Automotive Body Mechanic
Boilermaker
Bulldozer Operator
Carpenter
Commercial Diver
Communications Cabling Specialist
Crane Operator
Electrician
Elevator Mechanic
Gas Fitter
Gas Maintenance Worker
Industrial Electrician
Jeweller
Longshore Worker
Truck Driver
Oil Burner Mechanic
Painter
Plumber
Stationary Engineer
Pipefitter
Welder

Educational institutions

Université Saint-Anne — Collège de l'Acadie

Pointe-de-l'Église (siège social)
1695, R.R. 1
de-l'Église (N.-É.)
B0W 1M0
Téléphone: 902-769-2114
www.ccfne.ns.ca

Centre de formation de Halifax-Dartmouth
73, promenade Tacoma
(4e étage)
Dartmouth (N.-É.) B2W 3Y6
Téléphone: 902-424-2630

Centre de formation de La Butte
C.P. 8
La Butte (N.-É.) B0W 2L0
Téléphone: 902-769-3904

Centre de formation de Petit-de-Grat
C.P. 45
Petit-de-Grat (N.-É.) B0E 2L0
Téléphone: 902-226-3900

Centre de formation de Saint-Joseph-du-Moine
C.P. 59
Saint-Joseph-du-Moine
(N.-É.) B0E 1L0
Téléphone: 902-224-4100

Centre de formation de Tusket
C.P. 59
Tusket (N.-É.) B0W 3M0
Téléphone: 902-648-3524

Nova Scotia Community College

nsccadmissions@nscc.ns.ca
www.nscc.ns.ca
PO Box 220, Halifax, NS
B3J 2M4
Toll-free Phone in Nova Scotia:
1-866-679-6722
(Halifax area: 491-4911)
Toll-free Fax 1-866-329-6722
(Halifax area: 491-3514)

Akerley Campus
21 Woodlawn Road
Dartmouth, NS B2W 2R7
Phone: 902-491-4900
akadmissions@nscc.ns.ca

Annapolis Valley Campus
50 Eliot Road
Lawrencetown, NS B0S 1M0
Phone: 902-825-2930
avadmissions@nscc.ns.ca

Burridge Campus
372 Pleasant Street
Yarmouth, NS B5A 2L2
Phone: 902-742-0760
buadmissions@nscc.ns.ca

Cumberland Campus
PO Box 550
1 Main Street
Springhill, NS B0M 1X0
Phone: 902-597-3737
cuadmissions@nscc.ns.ca

Halifax Campus
1825 Bell Road
Halifax, NS B3H 2Z4
Phone: 902-491-4636
haadmissions@nscc.ns.ca

Institute of Technology Campus
5685 Leeds Street
PO Box 2210
Halifax, NS B3J 3C4
Phone: 902-491-6722
inadmissions@nscc.ns.ca

Kingstec Campus
236 Belcher St.
PO Box 487
Kentville, NS B4N 3X3
Phone: 902-678-7341
kiadmissions@nscc.ns.ca

Lunenburg Campus
75 High Street
Bridgewater, NS B4V 1V8
Phone: 902-543-4608
luadmissions@nscc.ns.ca

Marconi Campus
PO Box 1042
1240 Grand Lake Road
Sydney, NS B1P 6J7
Phone: 902-563-2450
maadmissions@nscc.ns.ca

Pictou Campus
PO Box 820
39 Acadia St.
Stellarton, NS B0K 1S0
Phone: 902-752-2002
piadmissions@nscc.ns.ca

Shelburne Campus
1575 Lake Road
Shelburne, NS B0T 1W0
Phone: 902-875-8640
shadmissions@nscc.ns.ca

Strait Area Campus
226 Reeves Street
PO Box 1225
Port Hawkesbury, NS B0E 2V0
Phone: 902-625-4017
stadmissions@nscc.ns.ca

Truro Campus
36 Arthur St.
Truro, NS B2N 1X5
Phone: 902-893-5346
tradmissions@nscc.ns.ca

Registered Private Career Colleges in Nova Scotia 2003-2004

Academy of Cosmetology
363 Windmill Rd.
Dartmouth, NS B3A 1J2
Phone: 902-469-7788
academyofcosmetology.com

Academy of Learning (Halifax)
6960 Mumford Rd., Suite 314A,
West End Mall
Halifax, NS B3L 4P1
Phone: 902-455-3395
www.academyhfx.com

Academy of Learning (Dartmouth)
100A Paddlers Cove,
300 Prince Albert Rd.
Dartmouth, NS B2Y 4J2
Phone: 902-469-8973
www.aoldartmouth.com

Acadia Centre for Small Business & Entrepreneurship
c/o Acadia University
Wolfville, NS B4P 2R6
Phone: 902-585-1180
acsbe.acadiau.ca

Atlantic Media Institute
3425 Dutch Village Rd.
Halifax, NS B3N 2S7
Phone: 902-457-0002
theami.com

Atlantic Flight Attendant Academy
2586 Beech St.
Halifax, NS B3L 2Y1
Phone: 902-422-0339
www.flightattend.com

Atlantic Petroleum Training College (N.S.) Limited
40 Mount Hope Ave.
Dartmouth, NS B3Y 4K9
Phone: 902-465-3888 ext. 105
Toll-free: 1-800-788-3888
www.atlanticpetroleum trainingcollege.com

Breton Beauty College
270 George St.
Sydney, NS B1S 2G5
Phone: 902-562-1208
bretonbeautycollege.com

Bridgewater Institute of Cosmetology & Salon
170 Aberdeen Rd.
Bridgewater, NS B4V 2S9
Phone: 902-857-9265

Canadian College of Massage and Hydrotherapy
1306 Bedford Hwy.
Bedford, NS B4A 1C8
Phone: 902-832-3268
collegeofmassage.com/halifax

Canadian School of Natural Nutrition
5663 Cornwallis St., Suite 300
Halifax, NS B3K 1B6
Phone: 902-462-0642
www.csnn.ca

Cape Breton Business College
PO Box 955, 440 George St.
Sydney, NS B1P 6J4
Phone: 902-562-3116
www.cbbc.ns.ca

Career Academy of Canada
235-800 Sackville Dr.
Sackville, NS B4E 1R8
Phone: 902-864-7460
caccollege.com

CDI College of Business & Technology
5657 Spring Garden Rd., Box 111
Halifax, NS B3J 3R4
Phone: 902-429-7373
www.cdicollege.com

Centre for Distance Education
500 Kings Rd., Suite 300
Sydney, NS B1S 1B1
Phone: 902-539-8356
www.cd-ed.com

Commercial Safety College
PO Box 848
Highway #2, Masstown
Truro, NS B2N 5G6
Phone: 902-662-2190
www.safetycollege.ca

CompuCollege School of Business (Dartmouth)
Queens Square, 45 Alderney Gate
Dartmouth, NS B2Y 2N6
Phone: 902-435-6060
compucollegeatlantic.ca

CompuCollege School of Business (Halifax)
1526 Dresden Row, PO Box 3608
Halifax, NS B3J 3K6
Phone: 902-423-3933
compucollegeatlantic.ca

Concepts School of Cosmetology
2441 Agricola St.
Halifax, NS B3K 4C1
Phone: 902-492-2444
www.concepts.ns.ca

Consolidated Fluid Power Limited
151 Wright Ave.
Dartmouth, NS B3B 1V6
Phone: 902-468-8814
Toll-free: 1-800-563-2374
www.cfp.ns.ca

Counsellor Training Institute
1657 Barrington St., Suite 437
Halifax, NS B3J 2A1
Phone: 902-423-0966
www.counsellortraining.com

CSI
PO Box 262, Station Main
North Sydney, NS B2A 3M3
Phone: 902-794-5572
www.techease.org

Hair Masters
26 Archibald Ave.
North Sydney, NS B2A 2W3
Phone: 902-794-2460

Hair Design Centre
1465 Brenton Street, Box 8
Halifax, NS B3J 3T3
Phone: 902-455-0535
admission@headshoppe.ns.ca

Highland Resources Limited
PO Box 1055
Sydney, NS B1P 6J7
Phone: 902-539-9560
www.hightraining.ns.ca

Highland Resources Limited (Windsor Campus)
94 Wentworth Rd.
Windsor, NS B0N 2T0
Phone: 902-792-6750
www.hightraining.ns.ca

Island Career Academy
721 Alexander St.
Sydney, NS B1S 2H4
Phone: 902-564-6112
www.islandcareeracademy.ns.ca

MacTech Distance Education
PO Box 192
Sydney, NS B1P 6H1
Phone: 902-794-1770
or 794-1772
Toll-Free: 1-888-622-8324
www.homeed.com

Maritime Business College (Halifax)
6270 Quinpool Rd.
Halifax, NS B3L 1A3
Phone: 902-423-6516
www.maritimebusinesscollege.ca

Maritime Business College (Dartmouth)
145 Ochterloney St.
Dartmouth, NS B2Y 1C9
Phone: 902-463-6516
www.maritimebusinesscollege.ca

Maritime Art Institute of Holistic Esthetics
7B Convent St.
North Sydney, NS B2A 3A3
Phone: 902-794-1929
www.maritimeartinstitute.com

Maritime Environmental Training Institute
27 Commercial St., PO Box 28
Glace Bay, NS B1A 5V1
Phone: 902-849-4755

Maritime School of Paramedicine
88 Slayter St.
Dartmouth, NS B3A 2A6
Phone: 902-463-5646
msop.ca

McKenzie College (Sydney)
70 Crescent St.
Sydney, NS B1S 2Z7
Phone: 902-562-8549
www.mckenziecollege.com

Millennium Safety and Driving Academy Ltd.
80 Randall Ave. Suite 3
Dartmouth, NS B3B 1T7
Phone: 902-468-8999
ca.geocities.com/msdacademy

Northeastern Business College
95 College St.
Antigonish, NS B2G 2C0
Phone: 902-863-3361
training@auracom.com

NCT TM Northumberland College
1888 Brunswick St.
Halifax, NS B3J 3J8
Phone: 902-425-2869, ext. 246
Toll-free: 1-888-862-2230
www.ictschools.com

Nova Scotia Firefighters School
PO Box 309
Waverley, NS B0N 2S0
Phone: 902-861-3823
www.nsfs.ns.ca

Operating Engineers Investment Limited
251 Brownlow Ave.
Dartmouth, NS B3B 2A9
Phone: 902-865-8844
www.operatingengineers721.ns.ca

Patrick's Business College
333 Charlotte St.
Sydney, NS B1P 6J7
Phone: 902-567-1234
k94radio.com/mall/pbc

St. Joseph's College of Early Childhood Education Soc.
2277 Maitland St.
Halifax, NS B3K 5K8
Phone: 902-423-7114
www.stjosephsece.ns.ca

Success College of Applied Arts and Technology
100 Victoria St.
Truro, NS B2N 1Y8
Phone: 902-893-2400
scaat.ca

Success College–Scotia Campus
800 Sackville Dr.
Lower Sackville, NS B4E 1R8
Phone: 902-865-8283
scaat.ca

The Institute for Human Services Education
60 Lorne St., Suite 1
Truro, NS B2N 3K3
Phone: 902-893-3342
www.inst-hse.ca

The daVinci Institute
1467 Brenton St.
Halifax, NS B3J 2K7
Phone: 902-429-1847, ext. 27
the-davinci-institute.com

Universities in Nova Scotia

Acadia University
Admissions Office
Wolfville, NS B0P 1X0
Phone: 902-542-2200
www.acadiau.ca

Atlantic School of Theology
Registrar's Office
660 Francklyn St.
Halifax, NS B3H 3B5
Phone: 902-423-6939
www.astheology.ns.ca

Dalhousie University
Office of the Registrar
Halifax, NS B3H 4H6
Phone: 902-494-2450
www.dal.ca

Mount Saint Vincent University
Admissions Office
166 Bedford Highway
Halifax, NS B3M 2J6
Phone: 902-457-6128
www.msvu.ca

Nova Scotia Agricultural College
Registrar's Office
PO Box 550
Truro, NS B2N 5E3
Phone: 902-893-6722
www.nsac.ns.ca

Nova Scotia College of Art and Design (NSCAD University)
Admissions Office
5163 Duke Street
Halifax, NS B3J 3J6
Phone: 902-494-8129
www.nscad.ns.ca

St. Francis Xavier University
Admissions Office
PO Box 5000
Antigonish, NS B2G 2W5
Phone: 902-867-2219
www.stfx.ca

Saint Mary's University
Admissions Office
923 Robie St.
Halifax, NS B3H 3C3
Phone: 902-420-5415
www.stmarys.ca

Université Sainte-Anne — Collége de l'Acadie
Church Point
Digby County, NS B0W 1M0
Phone: 902-769-2114
www.usainteanne.ca

University of King's College
Registrar's Office
6350 Coburg Road
Halifax, NS B3H 2A1
Phone: 902-422-1271
www.ukings.ns.ca

University College of Cape Breton
Registrar's Office
PO Box 5300
Sydney, NS B1P 6L2
Phone: 1-888-959-9995
www.uccb.ns.ca

Information and links to colleges and universities across Canada are available at **careeroptions.ednet.ns.ca**. Go to "Educational Institutions."

A special note of thanks is extended to the many individuals and organizations whose feedback and information contributed to the production of ***Career Options***.

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Association of Nova Scotia

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Girl and Centre for
Entrepreneurship Education
and Development

Fred Stillman,
Adventures East

Will Njoku, Will 2 Win

Michelle Strum, Halifax
Backpackers Hostel

Entrepreneur Profiles
Centre for Entrepreneurship
Education and Development

SKILLS AND LEARNING BRANCH
DEPARTMENT OF EDUCATION
PO BOX 578
HALIFAX, NOVA SCOTIA
B3J 2S9

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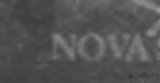
NOVA SCOTIA

Career Guide

Sk!lls NOVA SCOTIA

Teacher's Resource

FALL



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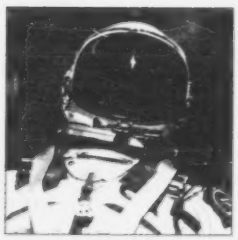
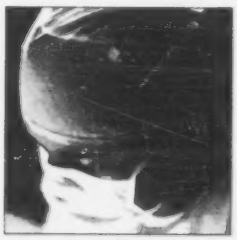
Personal

Development and Relationships

Career Guide is a valuable link and introduction to the *Career Options* resource used throughout high school.

Career exploration needs to involve the student, the student's parent or guardian, teachers, guidance counsellors, and community career resources. The following suggested activities are designed to encourage the student to engage all of these key human resources. Most importantly, students need to know where to access current and relevant information as they consider career options.

For teachers working with the draft curriculum described in *Health/Personal Development and Relationships: Grades 7–9* (2000), *Career Guide* provides a valuable resource to help students achieve the following specific curriculum outcomes:

D4.1
- locate and interpret information about a range of occupations

D4.2
- identify occupations or sectors that are on the rise and those that are on the decline

D5.1
- identify social, economic, and technological trends that affect life/work building

D5.2
- identify and demonstrate knowledge, skills, and attitudes needed to be successful in the workplace

D5.3
- demonstrate an understanding of the ongoing role of decision making in life/work building

D5.5
- develop short- and medium-term life/work goals

D6.2
- demonstrate an understanding of the roles of job shadowing and volunteerism in life/work building

For more information, see *Health/Personal Development and Relationships: Grades 7–9* (2000), pp. 222–33.

Teachers working with the curriculum described as *Personal Development and Relationships 7, 8, 9* (1991) may use *Career Guide* as a valuable resource for supporting the student objectives in Unit V: Career Planning.

Learning Experiences

Specific Curriculum Outcomes

Students will be expected to

- identify and demonstrate knowledge, skills, and attitudes needed to be successful in the workplace

Suggestions for Learning and Teaching

- Students could complete the assessment activities at <www.youth.gc.ca>:
  - Enter "self-assessment" as the key word search.
- Ask the students to select 2–3 of the attributes that are identified through this activity.
- Demonstrate for the students how to navigate the *Career Options* Web site careeroptions.ednet.ns.ca:
  - Click on "Search Occupations."
- Using examples of some attributes as entries in the keyword "search" box, show students how to identify careers that complement their skills.

Suggestions for Assessment

- Students might include a copy of their results from the Know Yourself activity in their portfolios.
- Students might write a reflection on the career paths that are suggested for those attributes.
- Students might choose one career and report on the nature of the work as described on the *Career Options* Web site.

Career Guide, p. 2

Specific Curriculum Outcomes

Students will be expected to

- identify occupations or sectors that are on the rise and those that are on the decline

Suggestions for Learning and Teaching

- Teachers could print a copy of the Labour Market Information for their geographic area. This information is linked through the *Career Options* Web site or www.ns.hrdc-drhc.gc.ca:
  - Click on "Labour Market Information" and then "Labour Market News."
- Discuss with the students the implications for employment arising from the changes to their business community.

Suggestions for Assessment

- Display/Bulletin Board – Using a map of the area, highlight the locations of the business changes.
- Choose one of the What's Hot! careers and use the *Career Options* Web site to prepare an advertisement promoting this career path:
  - Click on "Search Occupations" and browse by "Occupational Category."

Career Guide, p. 3, pp. 14–17

Specific Curriculum Outcomes

Students will be expected to

- identify social, economic, and technological trends that affect life/work building

Suggestions for Learning and Teaching

- Using a volunteer group of 10 students, demonstrate the statistics for employment rates among high school graduates (3/10), college graduates (6/10) and university graduates (7/10).
- Invite the guidance counsellor to speak to the class about requirements to qualify for bursaries, scholarships, and student loans.

Learning Experiences

- Share with students information on what it costs to live independently.

Suggestions for Assessment

- Journal — Identify the experiences that contribute to developing resources for financing one's education.

- Paper and Pencil — Calculate what income is needed to meet living expenses.

Career Guide, pp. 5–7, p. 9

Specific Curriculum Outcomes

Students will be expected to

- demonstrate an understanding of the ongoing role of decision making in life/work building

Suggestions for Learning and Teaching

- Invite representatives from Human Resources Development Canada, local colleges, and universities to speak about the link between education at their institutions and possibilities for employment in Nova Scotia.

- Include a presenter on entrepreneurship.

- Encourage the speakers to highlight new areas of growth in the labour market and the education required.

Suggestions for Assessment

- Paper and Pencil — Students prepare interview questions to be submitted to the guest speakers on the topic of what factors affect career decisions.

Career Guide, p. 20, pp. 20–22

Specific Curriculum Outcomes

Students will be expected to

- demonstrate an understanding of the roles of job shadowing and volunteerism in life/work building

Suggestions for Learning and Teaching

- Using the *Career Options* Web site, have students research a career of interest to them and identify the employability skills required.

- Ask students to identify various opportunities for job shadowing, volunteering, or service learning in their chosen field.

- What are the values of job shadowing, volunteering, or service learning to the student, the employer, and/or the community?

- Organize job shadow, volunteerism, or service learning opportunities for students. Students should take with them an outline of what they want to learn about the field/career/occupation/job.

- If your local high school offers co-op courses, invite the teacher or students to talk to the class about the value of such opportunities.

- Visit the *Career Options* Web site:
  - Click on "Search Occupations" and enter "apprenticeship" as the key word search.

- Have students explore the various opportunities offered through apprenticeship.

Suggestions for Assessment

- Portfolio — Include a copy of a report or reference from an "employer" with whom you worked on a job shadow day. Ask the employer to serve as a reference for your résumé. Reflect on what you learned from this job shadow experience.

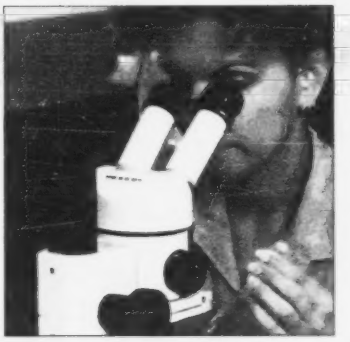
- Presentation — Students prepare brochures or posters on the different ways to gain employment experience. Include the benefits to the student, the employer, and the community.

Career Guide, p. 11, pp. 23–24

Literacy Support

Career Guide Text Structure

- print features such as font, bold print, italics, bullets, underlining
- visual supports such as charts, graphs, maps, colored photographs
- organizational supports such as titles, headings, subheadings, captions, page numbers, text boxes



Vocabulary

options, p. 1
jobs, p. 1
occupations, p. 1
career, p. 1
aptitudes, p. 2
labour market, labour market trends, p. 3
seasonal, p. 3
browse, p. 3
labour force, p. 4
casual worker, p. 4
lay-offs, p. 4
decades, p. 4
pronounced, p. 4
declined, p. 4
post-secondary, p. 5
apprentice, apprenticeship, p. 6
credentials, p. 6
laid off, p. 6
unemployment rate, p. 7
earnings gap, p. 7
motivation, p. 8
intellectual skills, p. 8
bursaries, p. 9
investment, p. 10
commitment, p. 10
transition, p. 11
give yourself an edge, p. 11
accumulate, p. 11
customer service, p. 12
initiative, p. 12
head start, p. 12
marketable skills, p. 12
labour market conditions, p. 13
economic growth, p. 14
attrition, p. 14
economists, p. 14
outlook, p. 14
fluctuations, p. 15
service industries, p. 15
resource sector, p. 15
economic well-being, p. 15
downsizing, p. 16
retail, p. 16
human resource, p. 16
prospects, p. 16
substantial, p. 16
profiles, p. 16
systems analysts, p. 17

Vocabulary

physicians, p. 17
orderlies, p. 17
wholesale, p. 17
industrial sector, p. 18
industrial growth, p. 18
traditional crafts, p. 18
marketing, p. 18
globalization, p. 19
transform, p. 19
middle management, p. 19
established, p. 19
competitive, p. 19
adaptable, p. 19
entrepreneurs, p. 20
entrepreneurial base, p. 20
artisans, p. 20
economic downturn, p. 20
scarce, p. 20
word-of-mouth, p. 20
abreast, p. 20
manufacturing, p. 21
cutting edge, p. 21
culture industries, p. 21
export, p. 21
therapy, p. 21
rappelling, p. 22
communal, p. 22
traits, p. 22
resourcefulness, p. 22
interpersonal, p. 22
assets, p. 22
shift-work, p. 23
norm, p. 23
flex-time, p. 23
temporary, p. 24
permanent, p. 24
ultimately, p. 25
coordinate, p. 25
evolving, p. 25
certification, p. 26
decline, p. 26
expand, p. 26
earnings potential, p. 27
commodities, p. 28
forensic, p. 28
valuator, p. 28
paramedic, p. 28
geologist, p. 28
curator, p. 28
kinesiologist, p. 28
paralegal, p. 28
rehabilitation, p. 28
aquaculture, p. 28
silviculture, p. 28
utilities, p. 28
executive, p. 28
longshore, p. 28
stationary, p. 28
hydrotherapy, p. 30

Select some vocabulary for word study to assist comprehension.

Reading Instruction/Support

- Select a section of *Career Guide* for Read Aloud, e.g., Changing the Way We Work, p. 19. The teacher reads aloud the text, modeling phrases, intonation, and expression. The reading of this common text leads to group discussion.

- Select a section of *Career Guide* for Shared Reading, e.g., Going from School to Work, pp. 11–12. The teacher begins by reading aloud the first part of the text then invites students to join in or take over certain parts.

- For Guided Reading support, select a section of *Career Guide* that may present challenges to individual students or a small group of students in the class. The guided reading session will focus on the skill or strategy that the students need to develop. The teacher provides the focus for the reading, monitors student reading by listening to individuals read, and returns to the focus to teach or further illustrate the concept. Some students, for example, may require focussed instruction on determining importance — identifying central ideas and selecting key points. Guided reading of Self-Employment and Entrepreneurship, pp. 20–23, provides opportunity for such instruction.

- A mini-lesson may be appropriate to provide explicit instruction on how to use the visual supports (graphs, bar charts) in the following sections: Why Stay in School, pp. 4–7, and Nova Scotia's Labour Market, pp. 14–16.

Curriculum Connections

Social Studies

Career Guide may be used as a resource to support student learning in the Economics unit of Atlantic Canada in the Global Community. Specifically, information in the Nova Scotia's Labour Market section (pp. 13–18) may be used to support examination of the primary, secondary, tertiary, and quaternary sectors of the economy (SCO 3.4), and analysis of economic patterns and related issues (SCO 3.5). Self-Employment and Entrepreneurship (pp. 20–23) may be used to support students' evaluation of the importance of economics in entrepreneurship. Changing the Way We Work (p. 19) provides opportunity for reinforcing concepts of globalization and interdependence.

Mathematics

Visual supports in *Career Guide* provide opportunities for students to address the following Mathematics 9 curriculum outcomes:

C2

- interpret graphs that represent linear and non-linear data

C3

- analyze tables and graphs to describe how changes in one quantity affect a related quantity

F5

- draw inferences and make predictions based on data analysis and data display

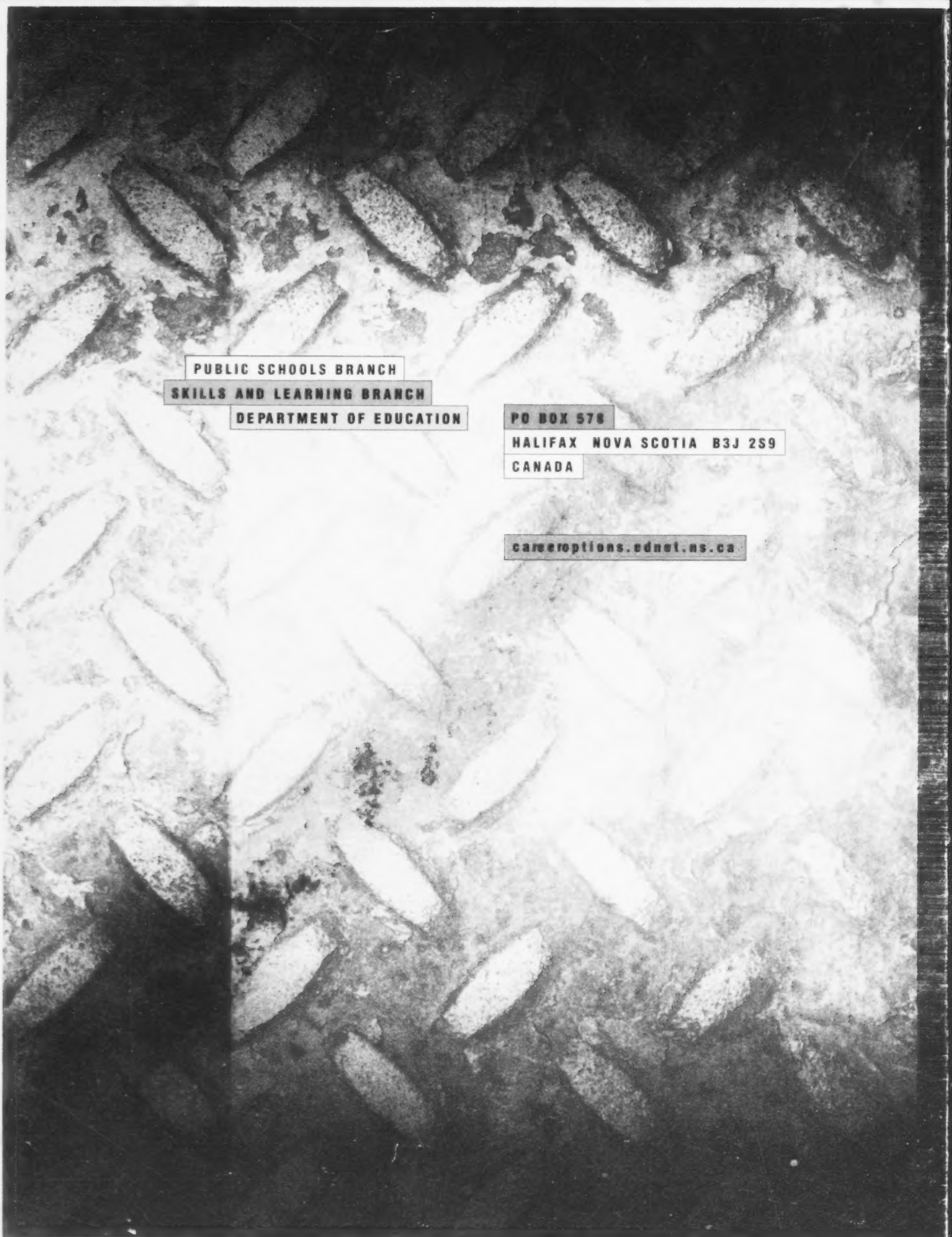
F6

- demonstrate an understanding of the role of data management in society

F7

- evaluate arguments and interpretations that are based on data analysis

If you have questions or require additional copies of *Career Guide* please contact 902-424-7503 or careeroptions@ednet.ns.ca



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